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16 MAR 1971

Personnel

MEMORANDUM FOR: Chief, Support Services Staff, DDS

SUBJECT : Reports Cost Reduction

REFERENCE : Memorandum from C/SSS, same subject, dtd 18 Dec 70

→ 1. In accordance with the referent memorandum and your request during the Task Force meeting on 28 January 1971, this gives preliminary results of reports cost reduction activity within the Office of Personnel.

2. As we have informed you, we could identify only four reports such as those described in category 6 of the attachment to the referent memorandum. None of them can be reduced or cancelled. Few if any of the other reports prepared by Office of Personnel match the categories in that attachment. The Director of Personnel is the keeper of official personnel records and the dissemination of information from these records is a primary function of the Office of Personnel. Our review thus far has confirmed that practically all reports prepared by the Office of Personnel result from this basic responsibility which is unique among the support offices. Many of the reports produced are necessary only to update information on hand and preserve the capacity of the Office of Personnel to supply management's requirements for relatively current personnel information. The need for many of these reports will be eliminated when the SIPS Program is implemented to permit on-line inquiry and response.

→ 3. We have also discussed Office of Personnel reports production with representatives of those Agency components which receive them on some regular basis. This review is practically complete except in the Clandestine Service which places the largest demand for these services upon the Office of Personnel. These reviews have enabled us to reduce the number of reports in some cases and the frequency of reporting in others. We were also able to eliminate or combine some reports in the interest of economy. A summary of these results is attached. These reductions represent approximately \$9,200 savings in report costs.

4. This review has been worthwhile in developing a detailed inventory of reports which has been useful in improving the efficiency

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GROUP 1
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of our reporting activities, and we expect to report some further reduction when the review of reports to the Clandestine Service is complete. We are also asking the Office of Computer Services to reprogram reports as necessary to eliminate production of excessive copies. However, none of this will produce much in the way of additional cost reduction. We see no prospect of reaching a cost savings approaching the 7.5% which O/PPB has established for the Agency as a whole. This review has also dramatized the potential value of SIPS since the Office of Personnel is obliged to continue disseminating official personnel information under the present system until the SIPS program can meet management needs through on-line response in lieu of periodic hard copy reports.



Deputy Director of Personnel
for Plans and Control

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